



ADMINISTRATIVE AND FINANCE COMMITTEE
THURSDAY, JUNE 11, 2020– 8:00 A.M.

GUIDANCE FOR PUBLIC ACCESS TO THE BOARD OF DIRECTORS MEETING
MEETING ACCESSIBLE VIA ZOOM AT: <https://omnitrans.zoom.us/j/85944400574>

TELECONFERENCE

Dial: **1 669 900 6833**
Meeting ID: **859 4440 0574**

*This meeting is being conducted in accordance with Governor Newsom's
Executive Orders N-25-20, N-29-20 and N-35-20*

There will be no physical location for this meeting. Members of the public wishing to participate via teleconference, can do so by dialing the following number: **1 669-900-6833**, Meeting ID: **859 4440 0574**. Interested persons who wish to make a public comment, may submit comments in writing to BoardSecretary@omnitrans.org. Comments must be submitted by Wednesday, June 10, 2020 at 5:00 p.m. Comments received will be read into the record.

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact the Board's Secretary prior to June 10, 2020 at 5:00 p.m. The Board Secretary's telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY).

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Thursday, August 13, 2020, 8:00 a.m.
OmniTrans Metro Facility Board Room

C. COMMUNICATIONS FROM THE PUBLIC

This is the time and place for the general public to address the Board for items that are not on the agenda. Interested persons who wish to make a public comment, may submit comments in writing to BoardSecretary@omnitrans.org. Comments must be submitted by Wednesday, June 10, 2020 at 5:00 p.m. Comments received will be read into the record for up to 3 minutes per individual.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

Disclosure – Note agenda items contractors, subcontractors and agents, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation in the appropriate item.



ADMINISTRATIVE AND FINANCE COMMITTEE
THURSDAY, JUNE 11, 2020– 8:00 A.M.

E. DISCUSSION ITEMS

- | | |
|--|----|
| 1. Approve Special Administrative & Finance Committee Minutes – April 20, 2020 | 5 |
| 2. Approve Administrative & Finance Committee Minutes – May 14, 2020 | 7 |
| 3. Recommend the Board of Directors Authorize the Interim CEO/General Manager to Amend and Extend the FY2015-2020 Short-Range Transit Plan (SRTP) to Include Fiscal Year 2021 – <i>Jeremiah Bryant</i> | 12 |
| 4. Receive and Forward the Board of Directors September Service Triggers: Update – <i>Jeremiah Bryant</i> | 14 |
| 5. Recommend the Board of Directors Authorize Award – Request for Proposals – RFP – ITS20-72, Transit Asset Management System – <i>Art Torres</i> | 27 |
| 6. CEO/General Manager’s Report – <i>Erin Rogers</i> | |

F. REMARKS AND ANNOUNCEMENTS

G. ADJOURNMENT

ITEM # D1

DATE: June 11, 2020

TO: Committee Chair Spagnolo and
Members of the Administrative & Finance Committee

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: DISCLOSURE(S) REGARDING RECOMMENDATIONS FOR
ACTION BY THE OMNITRANS BOARD OF DIRECTORS**

FORM MOTION

Staff hereby provides a listing of principals and subcontractors associated with action items on the agenda for the Administrative & Finance Committee Meeting scheduled June 11, 2020.

Item	Contract	Principals & Agents	Subcontractors
#E5	Authorize Award Contract RFP-ITS20-72 Transit Asset Management	<i>Phoenix Business, Inc. Sarasota, FL Hanif Sarangi President</i>	N/A

ER:AT

CONFLICT OF INTEREST FORM

PURPOSE: This form is provided to assist members of the Omnitrans Board of Directors in meeting requirements of Government Code Section 84308 and 87100 in documenting conflict of interest as related to Omnitrans Board/Committee agenda items.

INSTRUCTIONS: Under certain circumstances, Omnitrans Board Members may be required to disclose and disqualify themselves from participating in, influencing, or voting on an agenda item due to personal income, real property interests, investments, business positions, or receipt of campaign contributions. If applicable, Board Members must personally state the following information, for entry into the public record, prior to consideration of the involved agenda item(s) and turn in the completing form to the Recording Secretary prior to leaving the meeting.

BOARD MEMBER INFORMATION

BOARD MEMBER NAME	CITY/COUNTY NAME	MEETING DATE

CAMPAIGN CONTRIBUTIONS

1. I have a disqualifying campaign contribution of over \$250 from _____
(Name of Company and/or Individual)
and therefore I am abstaining from participation on Agenda Item _____, Subject: _____
2. I have a disqualifying campaign contribution of over \$250 from _____
(Name of Company and/or Individual)
and therefore I am abstaining from participation on Agenda Item _____, Subject: _____
3. I have a disqualifying campaign contribution of over \$250 from _____
(Name of Company and/or Individual)
and therefore I am abstaining from participation on Agenda Item _____, Subject: _____

FINANCIAL INTEREST

1. I have a financial interest of _____
State income, real property interest or business position

Identify company or property location
2. I have a financial interest of _____
State income, real property interest or business position

SIGNATURE

Board Member Signature	Date
------------------------	------

ITEM # E1

**SPECIAL ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, APRIL 20, 2020**

A. CALL TO ORDER

In accordance with Governor Newsom's Executive Orders N-25-20, N-29-20, and N-35-20, the April 20, 2020, Special Administrative & Finance Committee was held via teleconference. Committee Chair Sam Spagnolo called the meeting to order at 8:00 a.m.

1. Pledge of Allegiance
2. Roll Call

COMMITTEE MEMBERS PRESENT

Council Member Sam Spagnolo, City of Rancho Cucamonga – Committee Chair
Mayor David Avila, City of Yucaipa
Council Member Ron Dailey, City of Loma Linda
Mayor John Dutrey, City of Montclair
Supervisor Curt Hagman, County of San Bernardino
Council Member John Roberts, City of Fontana
Council Member Alan Wapner, City of Ontario

COMMITTEE MEMBERS NOT PRESENT

None

OMNITRANS ADMINISTRATIVE STAFF PRESENT

Erin Rogers, Interim CEO/General Manager
Shawn Brophy, Director of Operations
Jeremiah Bryant, Director of Strategic Development
Alex Chen, Director of Information Technology
Suzanne Pfeiffer, Director of Human Resources
Connie Raya, Director of Maintenance
Marcos Espinoza, Network Engineer

LEGAL COUNSEL

Steve DeBaun, Legal Counsel
Joe Ortiz, Legal Counsel

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, May 14, 2020, at 8:00 a.m.

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues.

E. BOARD BUSINESS

Closed session

1. Conference with Labor Negotiator, Suzanne Pfeiffer, Concerning Labor Negotiations with Amalgamated Transit Union Local No. 1704 and Teamsters Local 166, Pursuant to Government Code Section 54957.6

The Committee adjourned into Closed Session at 9:05 a.m.

The Committee reconvened at 9:49 a.m. with no reportable action.

F. REMARKS AND ANNOUNCEMENTS

There were no remarks or announcements.

G. ADJOURNMENT

The Special Administrative and Finance Committee meeting adjourned at 9:49 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, May 14, 2020, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Araceli Barajas, Sr. Executive Asst. to the CEO
Clerk of the Board

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, MAY 14, 2020**

A. CALL TO ORDER

In accordance with Governor Newsom's Executive Orders N-25-20, N-29-20, and N-35-20, the May 14, 2020, Administrative & Finance Committee was held via teleconference. Committee Chair Sam Spagnolo called the meeting to order at 8:00 a.m.

1. Pledge of Allegiance
2. Roll Call

COMMITTEE MEMBERS PRESENT

Council Member Sam Spagnolo, City of Rancho Cucamonga – Committee Chair
Mayor David Avila, City of Yucaipa
Council Member Ron Dailey, City of Loma Linda
Mayor John Dutrey, City of Montclair
Supervisor Curt Hagman, County of San Bernardino
Council Member John Roberts, City of Fontana
Council Member Alan Wapner, City of Ontario

BOARD MEMBERS NOT PRESENT

None

OMNITRANS ADMINISTRATIVE STAFF PRESENT

Erin Rogers, Interim CEO/General Manager
Trischelle Baysden, Director of Rail
Shawn Brophy, Director of Operations
Jeremiah Bryant, Director of Strategic Development
Alex Chen, Director of Information Technology
Aaron Moore, Deputy Director of Operations/Special Transportation Services
Suzanne Pfeiffer, Director of Human Resources
Nicole Ramos, Director of Marketing & Communications
Connie Raya, Director of Maintenance
Jerome Rogers, Director of Safety & Regulatory Compliance
Art Torres, Director of Procurement
Donald Walker, Director of Finance
Araceli Barajas, Sr. Executive Asst. to CEO/Clerk of the Board
Melissa Castillo, Customer Service Manager
Victor Cuate, Service Planning Manager
Marcos Espinoza, Network Engineer
Jose Hernandez, Marketing Specialist
Frank Holland, Sr. Contract Administrator
Anna Jaiswal, Development Planning Manager

Maurice Mansion, Treasury Manager
Harry Morck, Network Administrator

LEGAL COUNSEL

Steve DeBaun, Legal Counsel

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, June 11, 2020

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues.

E. DISCUSSION ITEMS

1. Approve Administrative and Finance Committee Minutes – April 9, 2020

M/S (Hagman/Dutrey) that approved Administrative & Finance Committee Minutes April 9, 2020. Roll call vote was taken and the motion was passed unanimously by members present.

Member Dailey joined the meeting at 8:11 a.m. following the vote on Item #E1.

2. Recommend the Board of Directors Adopt Omnitrans Fiscal Year 2020-21 Annual Budget Proposal

Treasury Manager, Maurice Mansion, reviewed the FY 2020-21 Budget presentation. He provided a timeline of the FY2020-21 budget development including the initial annual budget proposal of \$87.6 million that was refined to \$80.7 million to account for changes necessary because of the COVID-19 pandemic and the associated funding uncertainty. Mr. Mansion stated that the adjustments were made and are included in the budget proposal being presented today.

Member Wapner had questions regarding CARES Act funding. Mr. Mansion and Interim CEO/General Manager, Erin Rogers provided additional information regarding the CARES Act and other federal funding sources.

Member Dutrey had questions regarding the Purchased Transportation Services Contract. Mr. Mansion provided additional information about the services included in the contract. He also asked when fare collection would resume. Ms. Rogers explained that the fare collection would resume on June 1st.

M/S (Avila/Hagman) that recommended the Board of Directors adopt Omnitrans Fiscal Year 2020-21 Annual Budget Proposal. Roll call vote was taken and the motion was passed unanimously by members present.

3. Recommend the Board of Directors Authorize Interim CEO/General Manager to Sign the Fare Agreement with San Bernardino County Transportation Authority

Director of Strategic Development, Jeremiah Bryant, provided a brief background on this item as detailed in the staff report.

M/S (Dutrey/Roberts) that recommended the Board of Directors authorize Interim CEO/General Manager to Sign the Fare Agreement with San Bernardino County Transportation Authority. Roll call vote was taken and the motion was passed unanimously by all member present.

4. Recommend the Board of Directors Authorize Award Request for Proposals – RFP-ST20-19, Supply of Compressed Natural Gas (CNG)

Director of Procurement, Art Torres, provided a brief background on this item as detailed in the staff report.

Member Wapner asked if staff knew why only one bid was received for this contract. Mr. Torres responded that the other vendors were unable to fulfill the service area requirement.

Member Dutrey asked if the current rate would increase or decrease under this contract. Mr. Torres explained that the rate is slightly higher, however there are some potential credits that could offset the increase. Member Dutrey asked that staff include the cost breakdown when this item is presented to the Board.

M/S(Avila/Hagman) that recommended the Board of Directors to authorize the Interim CEO/General Manager to award Contract STS20-19 to Clean Energy of Newport Beach, CA for the provision of Supply of Compressed Natural Gas (CNG) for a three (3) year base period beginning July 1, 2020 and ending June 30, 2023 with the authority to exercise two (2) single option years ending no later than June 30, 2025, in the amount of \$1,789,150, should all options be exercised. Roll call vote was taken and the motion was passed unanimously by all member present.

5. Recommend the Board of Directors Authorize Award – Contract SDD20-71, Grant Services

Director of Procurement, Art Torres, provided a brief background on this item as detailed in the staff report.

Member Wapner asked if this contract includes a comprehensive list of services. Mr. Torres responded that it does. Member Wapner requested that the full contract package be included in the item being presented to the Board.

Committee Chair Spagnolo asked if Omnitrans has previously worked with this vendor. Mr. Torres responded that staff worked with Blais & Associates on a smaller project. He further explained and the firm is reputable and has extensive experience in the industry.

M/S(Dutrey/Roberts) that recommended the Board of Directors authorize the Interim CEO/General Manager to award Contract SDD20-71 to Blais & Associates, Inc. of Irvine, CA for the provision of Grant Services for a three (3) year period beginning June 2020 and ending no later than June 2023, in the amount of \$131,400, plus a ten percent contingency of \$13,140, for a total not-to-exceed amount of \$144,540. Roll call vote was taken and the motion was passed unanimously by all member present

6. Authorize Award – Contract HRS20-34, Broker Services for Supplemental Insurance

Director of Procurement, Art Torres, provided a brief background on this item as detailed in the staff report.

Member Wapner expressed concern regarding a commission-based versus a flat rate fee for this contract. He explained that the vendor may seek higher prices in order to generate a higher commission. Mr. Torres noted Member Wapner's concern and explained that staff can exercise the "terminate for convenience" clause at any time if the contract is not cost-effective for the Agency.

The Committee had additional questions regarding the types of services included in this contract and how the rates were charged. Mr. Torres provided additional information.

Member Dutrey asked that the scoring chart be included in the item being presented to the Board.

M/S(Dutrey/Avila) that recommended the Board of Directors authorize the Interim CEO/General Manager to award Contract HRS20-34 to USI Insurance Services LLC, of Torrance, CA for the provision of Broker Services for Supplemental Insurance for a three (3) year base period beginning July 1, 2020 and ending June 30, 2023, with the authority to exercise two (2) single option years ending no later than June 30, 2025. Roll call vote was taken and the motion was passed unanimously by all member present.

7. CEO/General Manager's Report

Interim CEO/General Manager, Erin Rogers reported on the following items:

- Proposed federal relief package includes \$15.75B in operating grants to support transportation agencies. \$11.75B is to be distributed similarly to CARES Act. An

additional \$4B will be available via an application process through the Secretary. Staff will continue to monitor the process and work with SBCTA.

- In anticipation of resuming fare collection, the maintenance team fabricated a Plexiglass barrier to protect the Coach Operators and customers. As mentioned earlier, fare collection is scheduled to resume on June 1st.

Member Spagnolo thanked the Committee for their diligence in looking at the budget and items that were presented at today's meeting.

Member Dutrey asked what the current face covering policy is for the customers. Ms. Rogers stated that the County lifted the order requiring people to wear masks, therefore Omnitrans will now be "strongly recommending" the use of masks on the buses but not requiring them. She further explained that concerns were raised by Coach Operators regarding removing the requirement, so staff will continue to closely monitor this situation.

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 8:51 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, June 11, 2020, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Liz Gutierrez
Executive Staff Assistant

ITEM # E3

DATE: June 11, 2020

TO: Committee Chair Sam Spagnolo and
Members of the Omnitrans Administrative and Finance Committee

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Jeremiah Bryant, Director of Strategic Development

SUBJECT: AMEND FY2015-2020 SHORT-RANGE TRANSIT PLAN

FORM MOTION

Recommend the Board of Directors authorize the interim CEO/General Manager to amend and extend the FY2015-2020 Short-Range Transit Plan (SRTP) to include Fiscal Year 2021.

BACKGROUND

Short-Range Transit Plans (SRTPs) are 5-7-year business plans for a transit agency. Omnitrans' current SRTP is the OmniConnects SRTP covering FY2015-2020. A current SRTP is required by the Federal Transit Administration (FTA) in order to receive federal funding.

The Omnitrans Board of Directors approved the FY2021 ConnectForward Annual Service Plan and the FY2021 Annual Budget in May 2020 and June 2020. Authorizing the amendment to the SRTP to formally incorporate the budget and service plan into the current SRTP keeps Omnitrans compliant with Federal requirements.

Completing the FY2021-2025 SRTP is an action item under the Business Resumption Strategic Initiative in the FY 2021 Management Plan. Completing the SRTP in the upcoming year allows Omnitrans to incorporate results from:

- The FY2021-2025 Strategic Plan,
- The Innovative Transit Review study that is being completed as part of the Consolidation Study, and
- Updated medium-to-long term financial forecasts and service needs as area and economy recover from the COVID-19 pandemic.

Including the results from the items above will allow for the upcoming SRTP to be an actionable plan during its planning horizon rather than rapidly completing an SRTP with much near term uncertainty.

CONCLUSION

Amending and extending the current SRTP to incorporate already Board approved elements from the FY2021 ConnectForward Service Plan and FY2021 Annual Budget maintains compliance with Federal requirements while also providing time to incorporate additional planning efforts in the future SRTP.

ER:JB

ITEM # E4

DATE: June 11, 2020

TO: Committee Chair Sam Spagnolo and
Members of the Omnitrans Administrative and Finance Committee

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Jeremiah Bryant, Director of Strategic Development

SUBJECT: SEPTEMBER SERVICE RESUMPTION TRIGGERS UPDATE

FORM MOTION

Receive and forward to the Board of Directors this status update on service resumptions triggers.

BACKGROUND

At its May 2020 meeting, the Omnitrans Board of Directors adopted the FY2021 ConnectForward Annual Service Plan. Initially the plan focused on an 11% service reduction. In response to the COVID-19 pandemic, Omnitrans reduced service by approximately 45%. As a result, the ConnectForward plan shifted to a staggered service resumption path called “Scenario C,” which has service resumption based on a series of triggers. The “Scenario C” service resumption path can be seen in Exhibit 1 and the related triggers can be seen in Exhibit 2.

“Scenario C” became the baseline for Omnitrans’ approved FY2021 Annual Budget. Staff committed to providing monthly ridership, funding, and resumption updates to the Administrative and Finance Committee.

Exhibit 1: FY2021 ConnectForward Original Service Plan and Scenario C Service Resumption

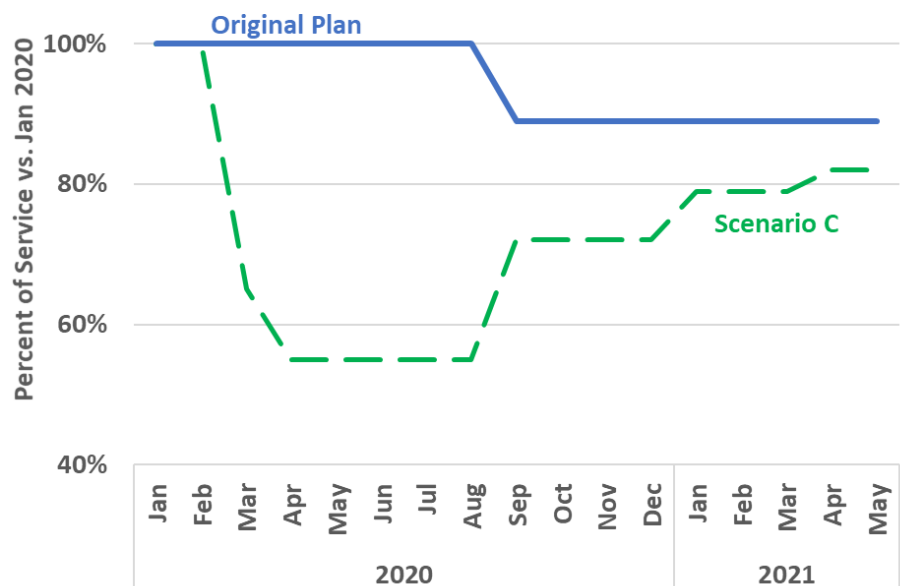


Exhibit 2: Service Resumption Triggers

Health & Safety Triggers Purpose: Determine when to begin fare collection, open front-door, full bus boarding <ul style="list-style-type: none"> • Driver PPE readily available/installed • State Stay at Home Order Lifted (Phase 2) • Specific CDC/State/County Transit / Transportation Guidelines 	Ridership/Demand Triggers Purpose: Determine when to restore service, routes & frequency.....(System & Route specific) <ul style="list-style-type: none"> • Colleges & High Schools reopen in-person • Routes routinely exceeding 15 max passengers on board (Load factor >0.4) <ul style="list-style-type: none"> • 20 for sbX w/ FTA Consultation
Financial Triggers Purpose: Determine what services / staffing can be supported <ul style="list-style-type: none"> • Adopt revised budget • CARES Act funding flow • Monthly reports to Administrative & Finance Committee 	Employee Recall Triggers Purpose: Determine when to begin to recall operators and mechanics <ul style="list-style-type: none"> • Driven by revenue hours and demand in conjunction with other three triggers • Aligning workforces with service levels

This report provides an update on the Health & Safety and the Ridership/Demand Triggers.

The Health and Safety Triggers were designed to determine acceptable passenger load on each bus, determine when to resume fare collection and when to resume front-door boarding. Omnitrans reached these marks in late May 2020 and fare resumption began on June 1st.

The Ridership/Demand Triggers are designed to provide a guide on when to increase frequency and/or return routes that were temporally eliminated in response to the COVID-19 Pandemic. Omnitrans continues to monitor school, college and university announcements to determine the likelihood that schools begin in in person classes in the Fall. Thus far, at least at the college level, it appears that the local colleges will be primarily online or hybrid.

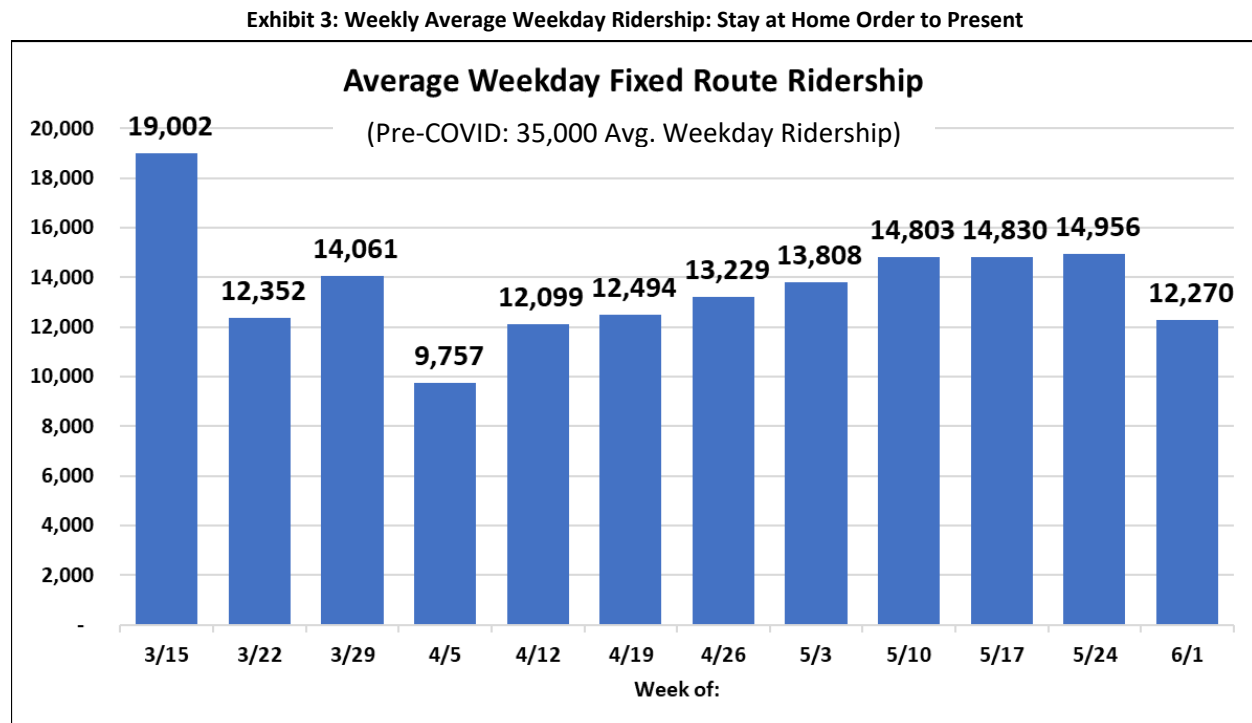
The remaining Ridership/Demand trigger for increasing service is evaluating passenger loads. Normally, Omnitrans considers as bus full and inline for additional frequency when peak loads reach 45 passengers at one time on a trip. In order to promote social distancing in the current COVID world, Omnitrans considers a local bus in line for additional service at a 15-passenger peak load and considers the bus completely full at 20 peak passengers.

Based on current ridership levels, Omnitrans core network of Routes 1, 3, 4, 14, 61 and 66 warrant additional service in September. These routes traditionally operated every 15 minutes but were reduced to 30-minute service in the COVID-based service reductions. Between 10:00 A.M. and 6:00 P.M. these routes are often seeing peak passenger loads in excess of 15 peak passengers per trip and inline for an improvement to 20-minute service during these periods. Implementing these changes along with the planned network changes remain below the Scenario C Service level. Staff will continue to evaluate ridership levels to determine if additional routes are in line for service resumption.

ANALYSIS

Any recommendation to resume service will be a data-driven recommendation using similar data that was used to develop the ConnectForward Plan.

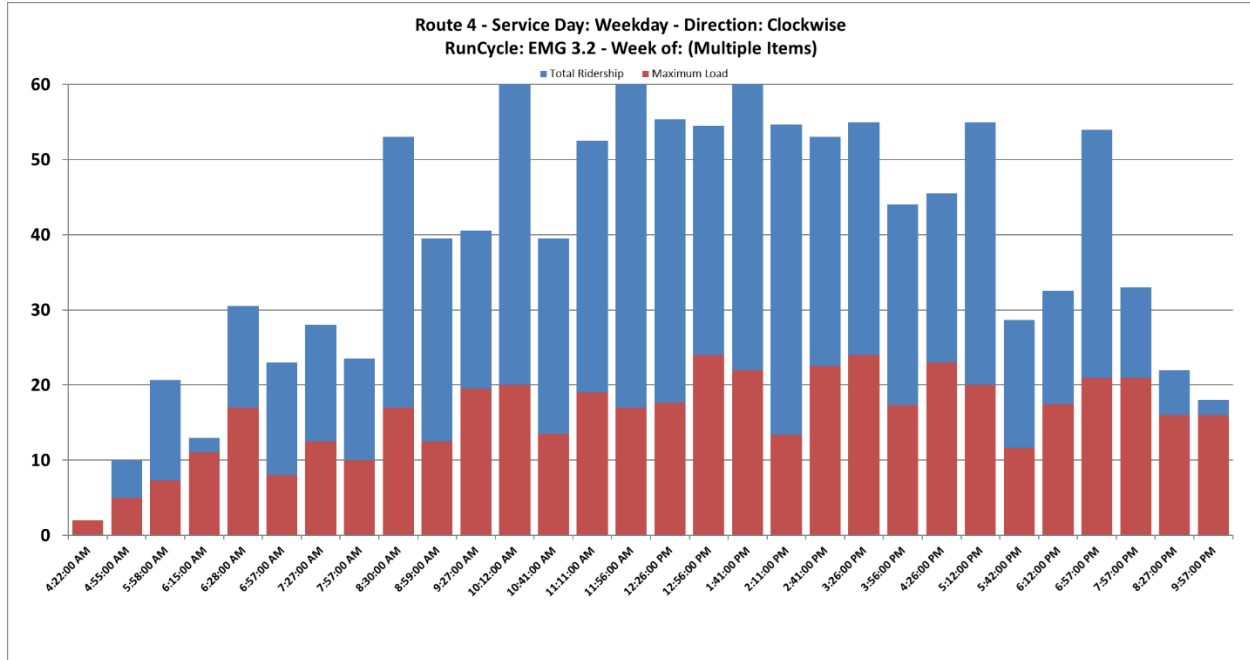
Average weekday fixed route ridership can be seen in Exhibit 3. Omnitrans ridership fell by 65% due to COVID-19. Pre-COVID ridership averaged 35,000 riders per weekday. This decline to 9,757 during early April, but since early April ridership was edging up each week until the first week of June. This decline in June is attributed to both the civil unrest and fare resumption. In either case, it is believed that this decline is temporary and the increasing trend will return as more of the economy is reopened.



The overall ridership trend illustrates that there may be a need to resume service levels; however, this analysis must be completed by route, direction and time in order to make specific recommendations. Exhibit 4 shows this level of data for Route 4, which is a route inline for service resumption. In the graph, the red bars show the peak number of passengers on each trip. This means the total number of people on the bus at one time on each trip. The blue bars show the total number of boardings on each trip.

The Ridership/Demand trigger suggests that trips that are routinely seeing peak load of greater than 15 passengers see a resumption in frequency. The Route 4 load factor data shows that approximately 40% of the trips are at 15 passengers all ready and several additional trips are close to this level.

Exhibit 4: Route 4 Load Factor Report, Example Analysis



This data can be analyzed by time, route and direction. This data is what drives the recommendation to restore frequency on core network Route 1, 3, 4, 14, 61, and 66.

In addition to these frequency resumption changes, Omnitrans will also implement the Board approved network and map changes from the ConnectForward Plan that were planned for September 2020. A summary of these changes by city and community can be found in Attachment A to this report.

CONCLUSION

This status report provides open and transparent information as Omnitrans adjusts service in response to the COVID-19 pandemic.

ER:JB

Attachment A: Proposed September Service Changes

Attachment B: PowerPoint Presentation

Service Resumption Status

ATTACHMENT A

Weekday Service Status

Change from Today	Rt.	Cities													Communities			Frequency (In Minutes)/Status				
		Chino	Chino Hills	Colton	Fontana	Grand Terrace	Highland	Loma Linda	Montclair	Ontario	Rancho Cucamonga	Redlands	Rialto	San Bernardino	Upland	Yucaipa	Bloomington	Mentone	Muscoy	Connect Forward Plan	Current (COVID Level)	Proposed Changes from Current COVID Level
	sbX							X						X						10/15	30	None
X	1			X			X							X						15	30	20 minute Mid-day & PM peak
X	2							X						X						75	60	Implement planned frequency change
X	3						X							X						15	30	20 minute Mid-day & PM peak
X	4						X							X						15	30	20 minute Mid-day & PM peak
X	6													X						30	N/A	Implement network change. 60 minute frequency.
	8							X				X		X		X		X		30/60	60	None
	10				X								X	X						30/60	60	None
	12				X								X	X				X		60	60	None
X	14				X								X	X						15	30	20 minute Mid-day & PM peak
	15			X	X		X					X	X	X						30	60	None
	19			X	X			X				X	X			X		X		30	60	None
	22			X									X							30/60	60	None
X	61				X				X	X	X									15	30	20 minute Mid-day & PM peak
X	66				X				X		X				X					20	30	20 minute Mid-day & PM peak
	67				X						X									60	-	No Change until Chaffey College returns to in person classes
X	81									X	X									60	60	Implement Network Change.
X	82				X					X	X									60	60	Implement Network Change.
X	83	X								X					X					30/60	60	Implement Network Change.
X	84	X							X	X					X					60	60	Implement Network Change.
	85	X							X		X				X					30/60	30/60	None
X	87									X	X									60	N/A	Implement Network Change.
	88	X	X						X											60	60	None
	215			X										X						20/30	20/30	None
X	290			X					X	X				X						AM/PM Peak	-	Return to service.
X	305			X		X								X						60	n/a	Implement Network Change.
X	319															X				60	n/a	Implement Network Change.
	329				X												X			60	60	
X	365		X																	Tripper Only	60	Implement Network Change.
	383								X						X					60	n/a	Delayed implementation until January.
X	Omni Ride	X	X																	--	--	Implement MicroTransit Pilot

Notes: ConnectForward Changes not shown

Routes 5 & 7 are eliminated and combined into a New Route 6

Route 308, 309 310 (OmniGo Yucaipa) are combined into new Route 319

Route 325 is eliminated and parts are incorporated into new Route 305

Route 12 was contracted and is using a smaller vehicle (May be renamed Route 312)

Routes 80 and 86 are combined into new Route 87



SEPTEMBER SERVICE RESUMPTION TRIGGERS UPDATE

Administrative and Finance Committee
June 11, 2020



ANNUAL SERVICE PLAN AND BUDGET

- Annual plans based on “Scenario C” staggered resumption plan
- Based on triggers
- Monthly updates to Administrative and Finance Committee



SERVICE RESUMPTION TRIGGERS

Health & Safety Triggers

Purpose: Determine when to begin fare collection, open front-door, full bus boarding

- Driver PPE readily available/installed
- State Stay at Home Order Lifted (Phase 2)
- Specific CDC/State/County Transit / Transportation Guidelines

Ridership/Demand Triggers

Purpose: Determine when to restore service, routes & frequency.....(System & Route specific)

- Colleges & High Schools reopen in-person
- Routes routinely exceeding 15 max passengers on board (Load factor >0.4)
 - 20 for sbX w/ FTA Consultation

Financial Triggers

Purpose: Determine what services / staffing can be supported

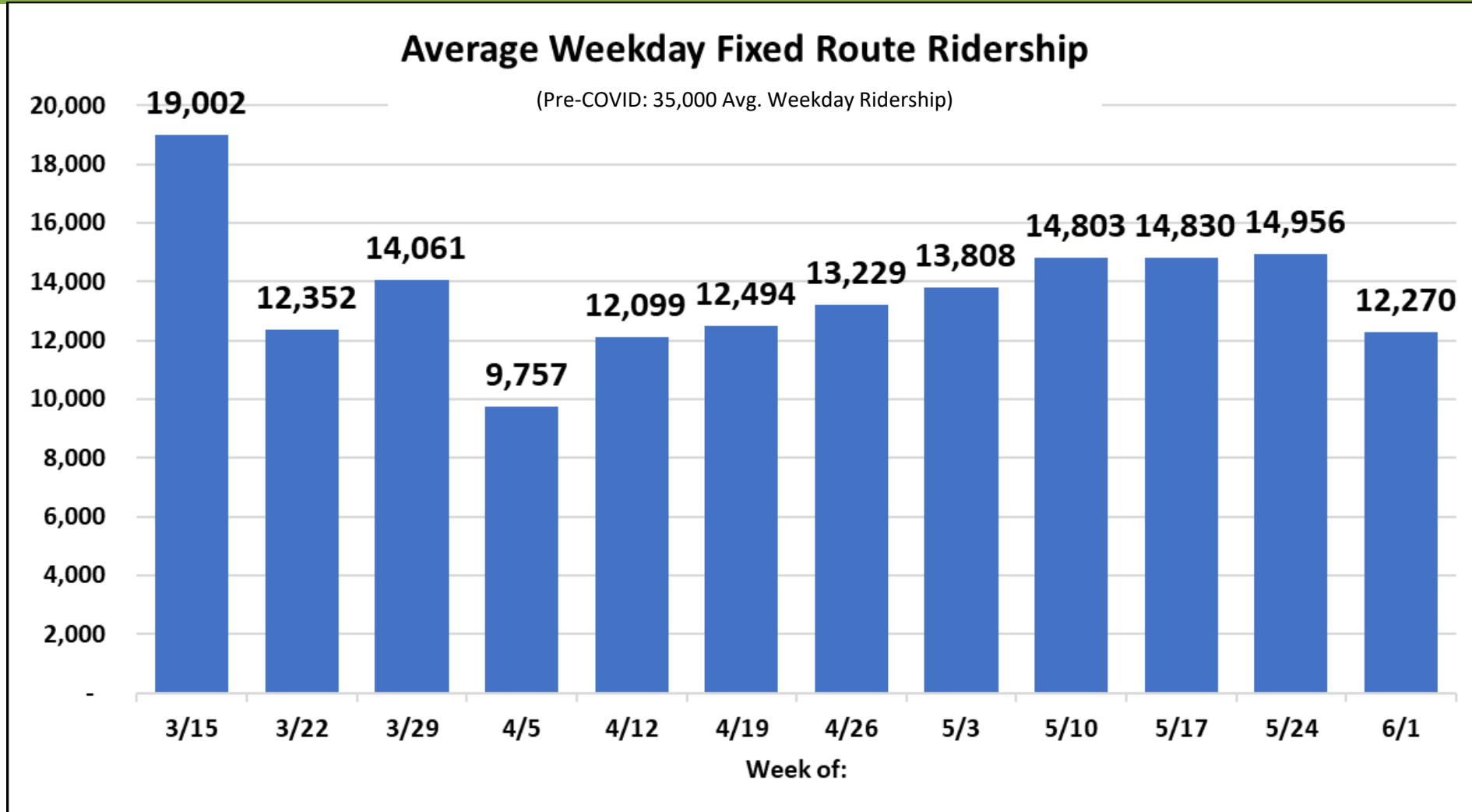
- Adopt revised budget
- CARES Act funding flow
- Monthly reports to Administrative & Finance Committee

Employee Recall Triggers

Purpose: Determine when to begin to recall operators and mechanics

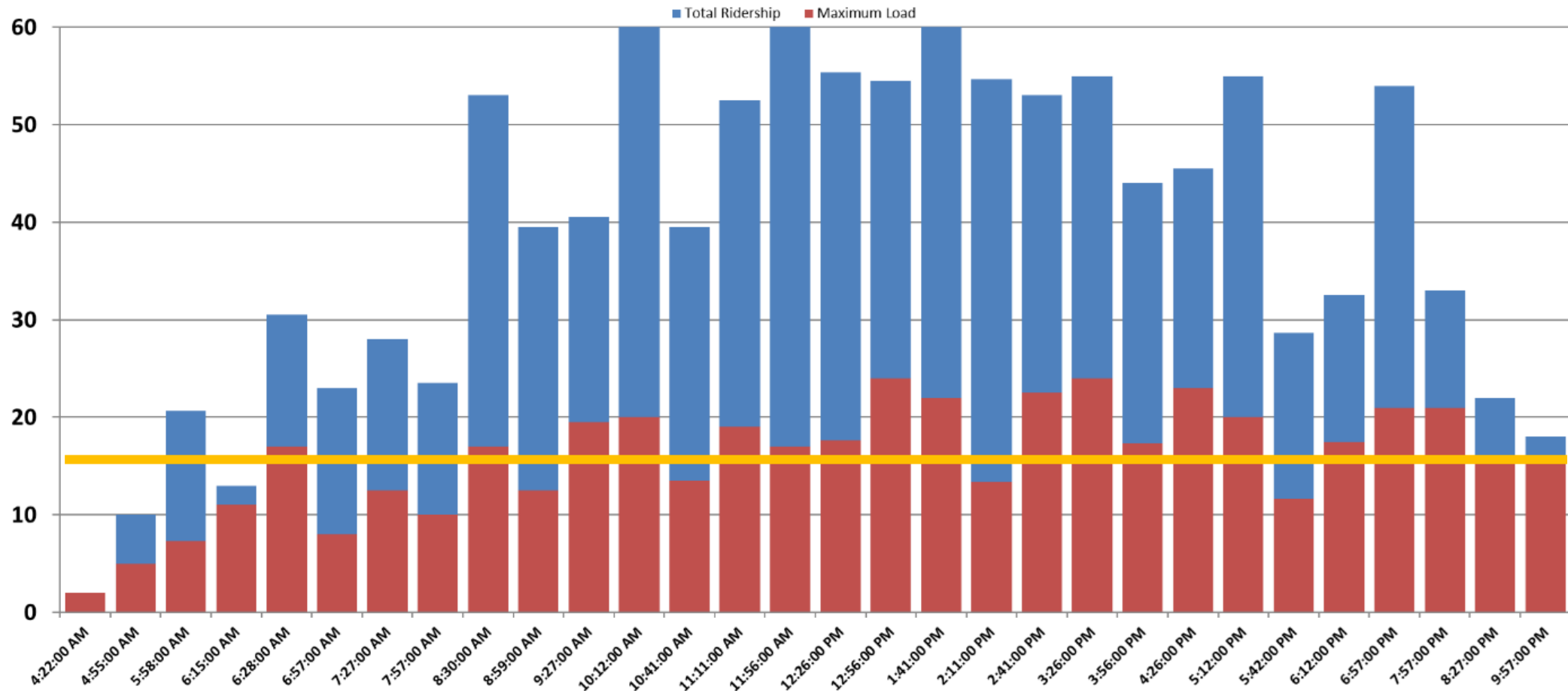
- Driven by revenue hours and demand in conjunction with other three triggers
- Aligning workforces with service levels

WEEKLY RIDERSHIP TREND



LOAD FACTOR REPORTING

Route 4 - Service Day: Weekday - Direction: Clockwise
RunCycle: EMG 3.2 - Week of: (Multiple Items)



RESULTS

Ridership triggers and analysis yield:

- Partial Weekday Frequency Resumption on Core Network
Routes 1, 3, 4, 14, 61, 66
- Improve from 30-minute to 20-minute service
- 10 A.M.-6 P.M.
- Similar analysis for weekends

Implement ConnectForward Network Changes

Full list of weekday change in Attachment A

NEXT STEPS

Continue to Monitor and Adjust Service

Continue to provide status update to A&F

Implement changes in September 2020



THANK YOU

ITEM # E5

DATE: June 11, 2020

TO: Committee Chair Sam Spagnolo and
Members of the Administrative and Finance Committee

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD FOR CONSULTING SERVICES FOR ITS20-72
FOR TRANSIT ASSET MANAGEMENT SYSTEM**

FORM MOTION

Recommend the Board of Directors authorize the Interim CEO/General Manager to award Contract ITS20-72 to Phoenix Business Inc. of Sarasota, FL, for consulting services for Transit Asset Management System (TAMS), in the amount of \$301,440, plus a ten percent contingency of \$30,144, and a Cost Allocation Plan (CAP) of \$7,886 (3.27% charged on Federal portion of \$241,152) for a total not-to-exceed amount of \$339,470.

BACKGROUND

Omnitrans requires an SAP consultant to assess, recommend and implement a TAMS solution that satisfies the Federal Transit Administration (FTA), State of Good Repair (SGR) and TAM reporting requirements.

On November 7, 2018, Omnitrans' Board of Directors approved the release of Request for Proposals RFP-ITS19-24 for the provision of SAP Consulting Services – Enterprise Asset Management (EAM) System with Mobility Project. The solicitation included three (3) major components, a TAMS, SAP business process improvements and work order mobility functionality for the Maintenance department. The cost proposals received exceeded the project budget and did not meet Omnitrans' requirements. As a result, staff cancelled the solicitation and the scope of work was reduced to include the TAMS plan only.

On February 26, 2020, staff released a second Request for Proposals (RFP) RFP-ITS20-72 and the solicitation was posted on Omnitrans' online bidding system. Four (4) proposals were received by the April 9, 2020 deadline and three (3) were deemed responsive and evaluated in accordance with the selection criteria included in the RFP. All three (3) firms were invited to submit Best and Final Offers (BAFOs).

Criteria	Possible Points	Phoenix Business, Inc. of Sarasota, FL	eVision Partners, Inc. of Raleigh, NC	Accrete Solutions, LLC of Santa Clara, CA
Qualifications of Firm	35	28.00	29.17	25.67
Quality of Work	25	20.83	19.17	18.33
Experience	20	16.67	16.67	14.00
Technical Total	80	65.50	65.01	58.00
BAFO Score	20	20.00	14.58	12.75
Final Score	100	85.50	79.59	70.75
Final BAFO Pricing		\$301,440	\$413,365	\$472,800

Phoenix Business, Inc. (Phoenix) reduced their original proposed pricing by \$11,400, scored the highest technically and offered the lowest pricing. The project team is highly experienced in the areas relevant to the project, including implementation of enterprise asset management systems at transportation agencies such as North Carolina Department of Transportation and San Diego Metropolitan Transportation System. Phoenix is a certified SAP gold partner with over 20 years of SAP public sector experience.

Based on the evaluation of the written proposals, the firms' qualifications, and experience, award is recommended to the highest-ranking firm, Phoenix. The price is deemed fair and reasonable based on competition.

The Evaluation Committee's recommendation for this item was audited by a designated reviewer.

FUNDING SOURCE

The cost associated with this procurement is budgeted in Omnitrans' Capital budget as follows:

FUNDING	GRANT	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
FTA	CA-2017-148	2017	ITS Projects	D1722001F	\$ 271,576
Prop 1B	Prop 1B	2017	ITS Projects	D1722001B	\$ 67,894
Total					\$ 339,470

_____ Verification of Funding Sources and Availability of Funds.
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – N/A

CONCLUSION

By proceeding with this award, Omnitrans will have the consulting services to implement TAMS that supports the FTA's TAMS regulatory requirements.

ER:AT:KNT